

Eastern ROP 2: CASE FILE PROCEDURES	Page 1 of 1
<div>Division of Forensic Science</div> <div>Eastern Laboratory's Regional Operating Procedures</div>	Amendment Designator: 0
	Effective Date: 8 Feb 2003
<div>ROP 2: Case File Procedures</div> <div> <p>1 Purpose</p> <p>This ROP documents procedures for the handling and safeguarding of case files that are stored in the Eastern Laboratory.</p> <p>2 References</p> <p>2.1 Quality Manual, Section 13, Case Files and File Administration, ¶ 13.9.4</p> <p>2.2 AOP 1, State Records Center Files</p> <p>3 Access Authorizations</p> <p>3.1 Access to the case files is limited to the laboratory's Administrative Staff.</p> <p>3.2 The Forensic Office Manager has primary responsibility for case files with the Forensic Administrative Specialists supporting the routine requirements of the Eastern Laboratory Staff.</p> <p>4 Procedures for Eastern Laboratory's Case Files</p> <p>4.1 At the present time, Eastern Laboratory maintains its case files for up to a period of six years. The files are located either in the Administrative Office or are stored in archive boxes in the Administration's storage room.</p> <p>4.2 Retrieval of Case Files from Laboratory Files.</p> <p>4.2.1 To request a file, DFS Eastern personnel will complete a "charge-out" card and give it to a member of the Administrative Staff.</p> <p>4.2.2 The staff person will pull the case file and place it in the requestor's mail box. The charge-out card will be placed in the red-vinyl charge-out guide. The guide will be placed in the appropriate file location on the shelf.</p> <p>4.3 Case files will not be removed from the building without permission of the Laboratory Director and logging them out with the Forensic Office Manager or designated Forensic Administrative Specialist.</p> <p>4.4 Case files will be copied for use in court appearances. The copies will be destroyed upon return from court. If court was continued, the copies will be filed in the file jacket until used at a later date. If it is not practicable to copy the file due to its size, only the examiner's documentation and applicable administrative records shall be taken per ¶ 4.3 and making copies of the CoA and RFLE for temporary documentation in the case file until the original records are returned.</p> <p>4.5 Only the Forensic Office Manager or designee is authorized to transfer case files to other laboratories after making appropriate log entries and will receive returned files to be logged and re-filed. If the requested case is for peer review, only the required portion will be removed and forwarded.</p> <p>5 State Record Center (SRC) Case Files</p> <p>The Forensic Officer Manager or designee, working closely with the Forensic Laboratory Business Manager, has the following responsibilities:</p> <p>5.1 Control all case files transferred to and retrieved from the SRC.</p> <p>5.2 Maintain logs of case files transferred to and from the SRC.</p> <p style="text-align: right;">◆ End</p> </div>	